U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

- Federal Aviation Administration -

Integrated Airman Certification and/or Rating Application (IACRA)

Desktop Getting Started Instructions

Version 4.0

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1. Welcome

Welcome to IACRA – a next generation web-based airman certification tool based on the popular ACRA software. IACRA allows you to register and work on airman certification applications from anywhere you have a computer with an Internet connection.

The purpose of this document is to provide initial getting started instructions to register, log-in, and complete an airman application. IT will also provide guidance on what information is required for registration of certain roles.

2. A Next Generation Tool

ACRA was a stand-alone application that used an Access database. IACRA is a web-based system. You don't have to install or download any software to access the application. This web-based version has several advantages over the original ACRA, such as:

- You can access it anywhere you have an Internet connection.
- A single FAA tracking number (FTN) is permanently assigned to each airman.
- Your time to complete an application is reduced by using online data entry.
- Your input data is validated to reduce potential errors.
- Your data is captured, wrapped, and archived. Then, a required digital signature is applied to ensure the certification data is not changed from time of signature.
- Improves accuracy and filing time for PTRS 1563, 3529, and 5529.

3. IACRA Roles

IACRA uses "roles" to determine the level of access a person has to the system. It validates an individual against their FAA credentials. Each time an IACRA user, other than an applicant, chooses a role and registers; the information is verified against various FAA databases in order to determine currency. The breakdown of roles in IACRA appears in **Table 1**.

Role	Description
Applicant	Any person applying for an airman certification
Recommending Instructor (RI)	Any person who is authorized to instruct applicants and considers them ready to take a practical test
Designated Examiner (DE)	Any person authorized by the Administrator to issue airman certificates. This person prepares applicants for and issues their practical test.
Aviation Safety Inspector (ASI) / Aviation Safety Technician (AST)	FAA personnel who are authorized to issue specific airman certificates
School Administrators	Part 141/142-school representatives authorized to complete part of student application in IACRA. This person can complete all sections of the application that student applicants can complete. The School Administrator cannot fill out the Recommending Instructor or Certifying Officer sections, nor can they sign the application for the student.
Chief Flight Instructors / Assistant Chief Flight Instructor	Any person who instructs applicants and authorizes them to take a practical test. Does not include those instructors who are neither Chief Flight Instructors or Assistant Chief Flight Instructors.
Airman Certification Representative (ACR)	Any person authorized by the Administrator to issue specific airman certificates
Training Center Evaluator (TCE)	A Part 142 school representative authorized by the Administrator to instruct applicants, perform evaluations, and issue specific airman certificates

Table 1: Roles used in IACRA.

4. Pre-Registration Data Requirements

This section pertains only to Part 141/142 flight schools. If this does not apply to you, please skip to section 5, *Process Overview*.

4.1 141/142 School Pre-Registration Data Identifier Requirements

If you are a registering in IACRA for a 141/142 school, you are required to have the following information available in order to complete the IACRA registration process. If you are missing any piece of the required information, please contact your local Flight Standards District Office (FSDO).

- Airman Certificate and Date of Issuance
- School Certificate Number
- School Designation Code (This is a 4 digit alphanumeric code, usually the first four characters of your certificate number)
- If you are an ACR or TCE, a Designee Number is required

IMPORTANT Note to Flight Instructors: It is highly recommended you contact your local FSDO and check to ascertain how you are listed in the National Vitals Information System (NVIS) before proceeding. IACRA uses NVIS to read your existing credentials. Any difference in nomenclature may result in a registration delay.

4.2 Pre-Registration Activities for 141/142 Flight School Representatives

If you are a school administrator, Chief Flight Instructor, Airman Certification Representative (ACR), or Training Center Evaluator (TCE), you must associate yourself with your primary school or training center during the registration process before you can log into and use IACRA.

5. Process Overview

IACRA provides the ability to electronically fill out the FAA form 8710-1 and FAA 8610-2. Please carefully read the process steps that follow. Note that depending upon your role, the process varies slightly. Also, it is critical that you record, in writing, the FAA Tracking Number (FTN) that will be assigned to you during registration. IACRA uses the FTN to identify an individual and you must provide that number throughout the airman certification process. To begin, follow the steps below:

Note: For supplemental 141/142 school information and general Frequently Asked Questions (FAQ) regarding IACRA, see *Appendix A* in the back of this document or visit the IACRA Web site at http://acra.faa.gov/iacra/.

1. **Start** by opening your Internet Explorer web browser (version 5.5 and higher) and browse to http://acra.faa.gov/iacra/ to access the IACRA site.
2. **Choose the Role and Register**.
3. Once you have registered and have your login information, an FAA Tracking Number (FTN) is assigned to you. The FTN is a permanent and unique airman number. ***Please record and keep your FTN Number as it will be needed for future use in completing this application***.
4. If you are not a school administrator, proceed to step 5. Otherwise, if you are a school administrator, you must be validated by an ACR or TCE using IACRA or by calling AVR Support Central (866-285-4942) prior to logging in.
5. **Login**. Login to IACRA using the name and password you created, and the FTN assigned to you during the Registration process.
6. Follow the on-screen instructions for your role**. Each role type has unique tasks.**
7. The **Result** of this process is that the successful applicant is issued a results document that can be printed while the application is electronically sent to the Airman Registry to be processed. The results document can be a Notice of Disapproval, Letter of Discontinuance, or a Temporary Certificate.

Role Task Overviews

- For an overview of the tasks for each role in FAR 61 schools using the 8710-1 form, see **Figure 1**.
- For an overview of the tasks for each role in Part 65 and Part 147 Aviation Maintenance Technician schools using the 8610-2 form, see **Figure 2**.
- For an overview of the tasks for each role in FAR 141 schools, see **Figure 3 and Figure 4.**
- For an overview of the tasks for each role (and TCE acting as various roles in FAR 142 training centers, see **Figure 5 and Figure 6.**

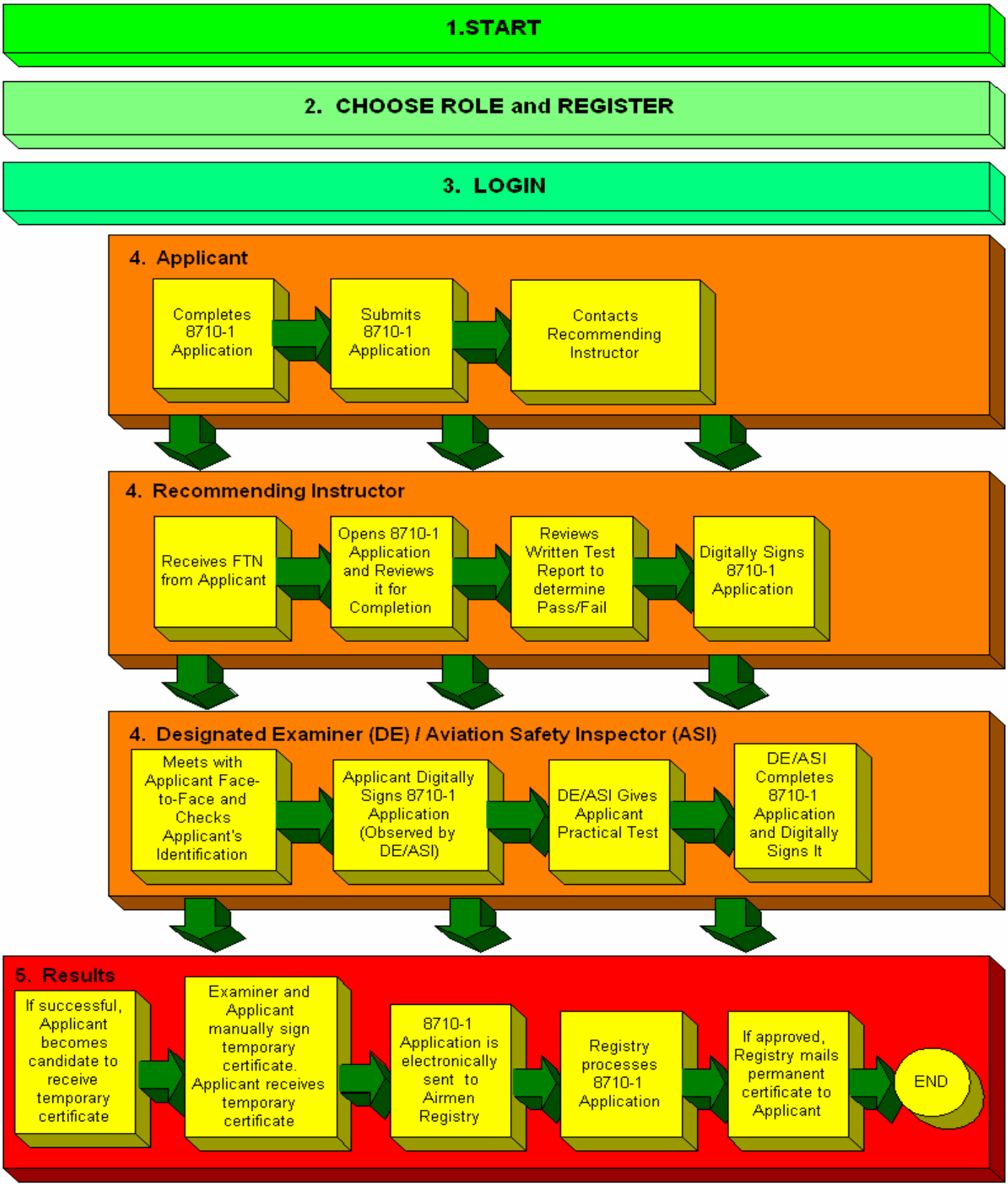

Figure 1: IACRA Process Overview for Part 61 schools using the 8710-1 form.

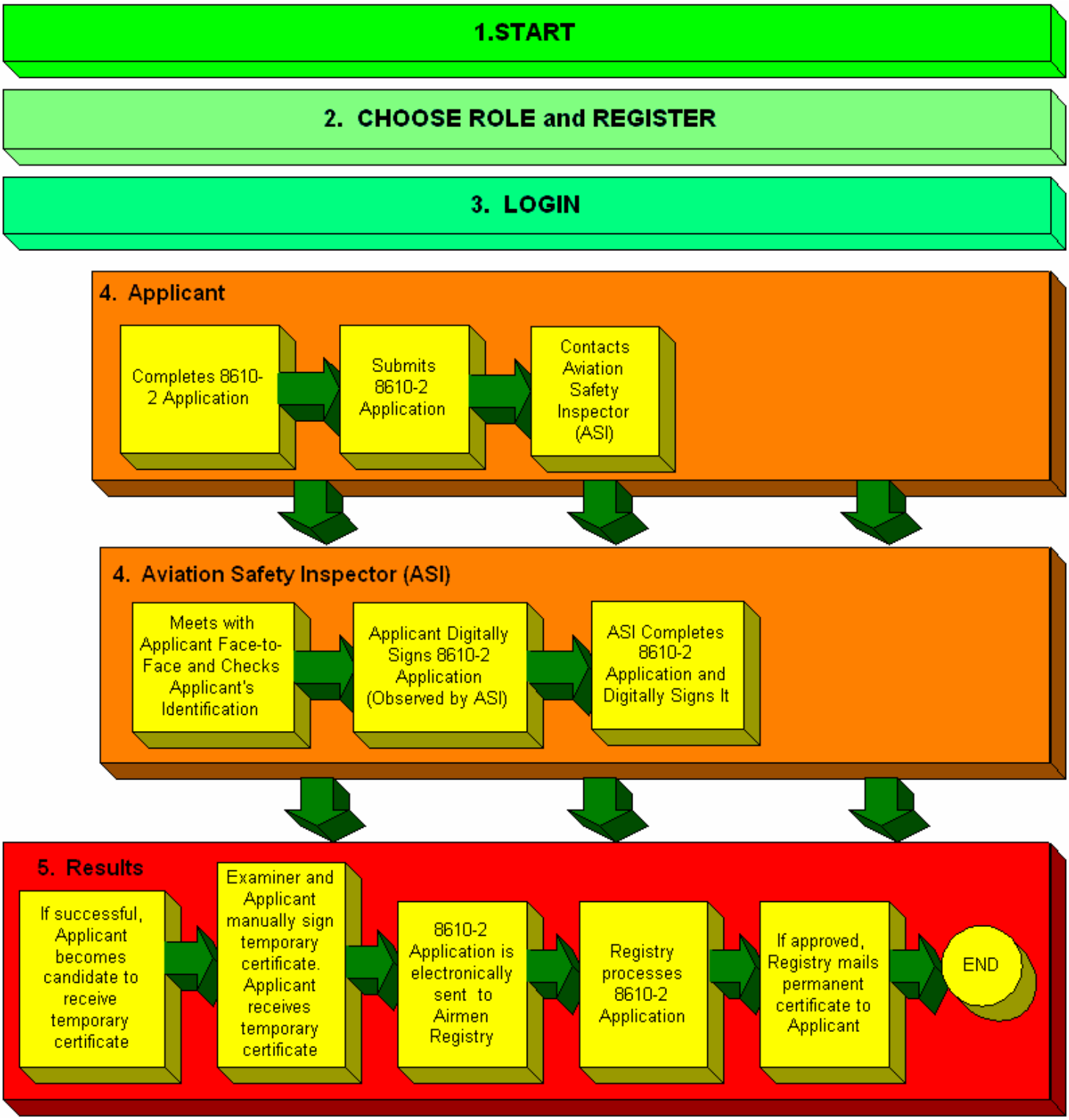

Figure 2: IACRA Process Overview for Part 65 and Part 147 Aviation Maintenance Technician schools using the 8610-2 form.

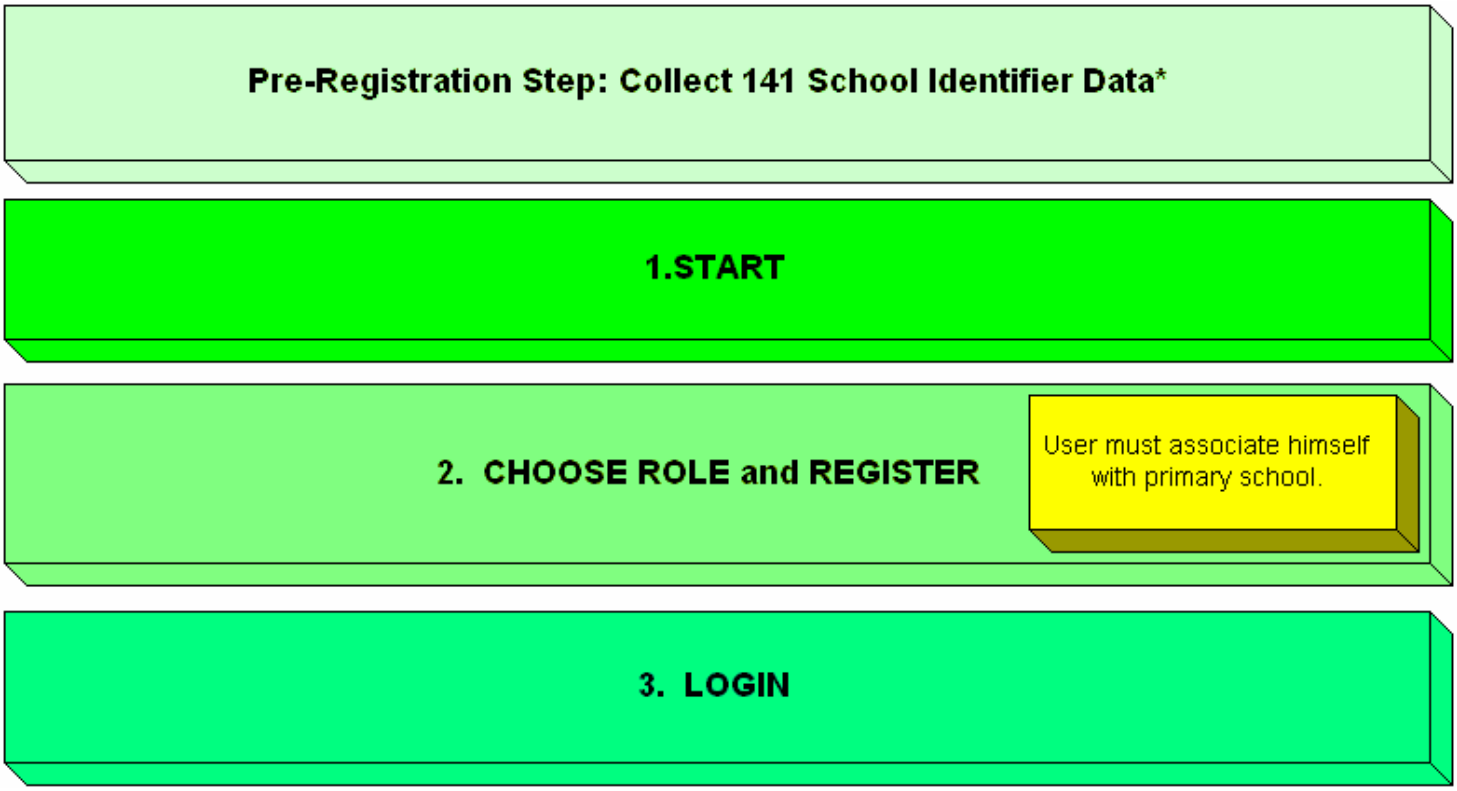

Figure 3: Initial Part 141 schools registration and login process.

The process continues with **Figure 4**.

***** See **Appendix A** for additional information on the school data required for registration and for logging into IACRA.

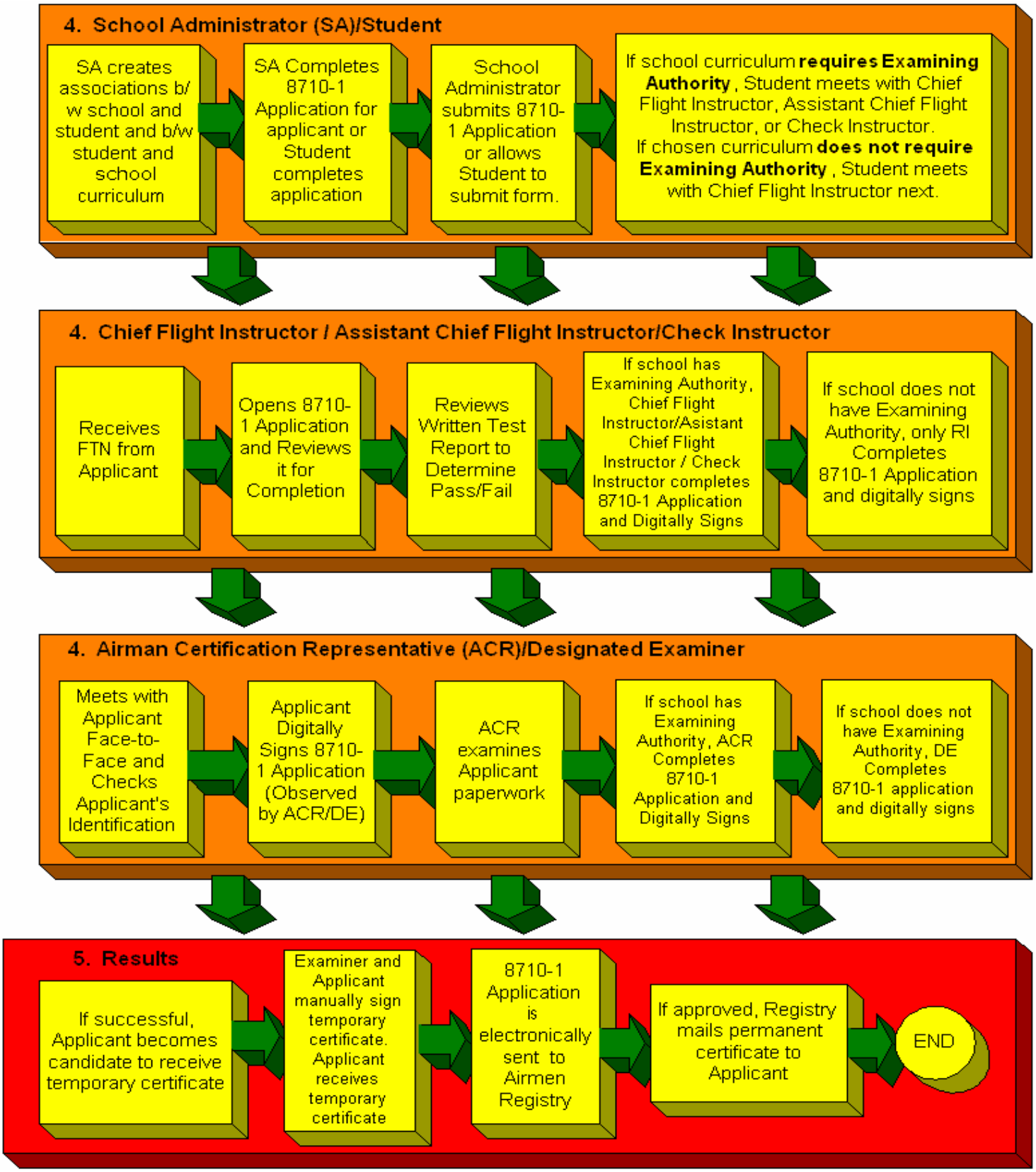

Figure 4: IACRA Process Overview for Part 141 schools.

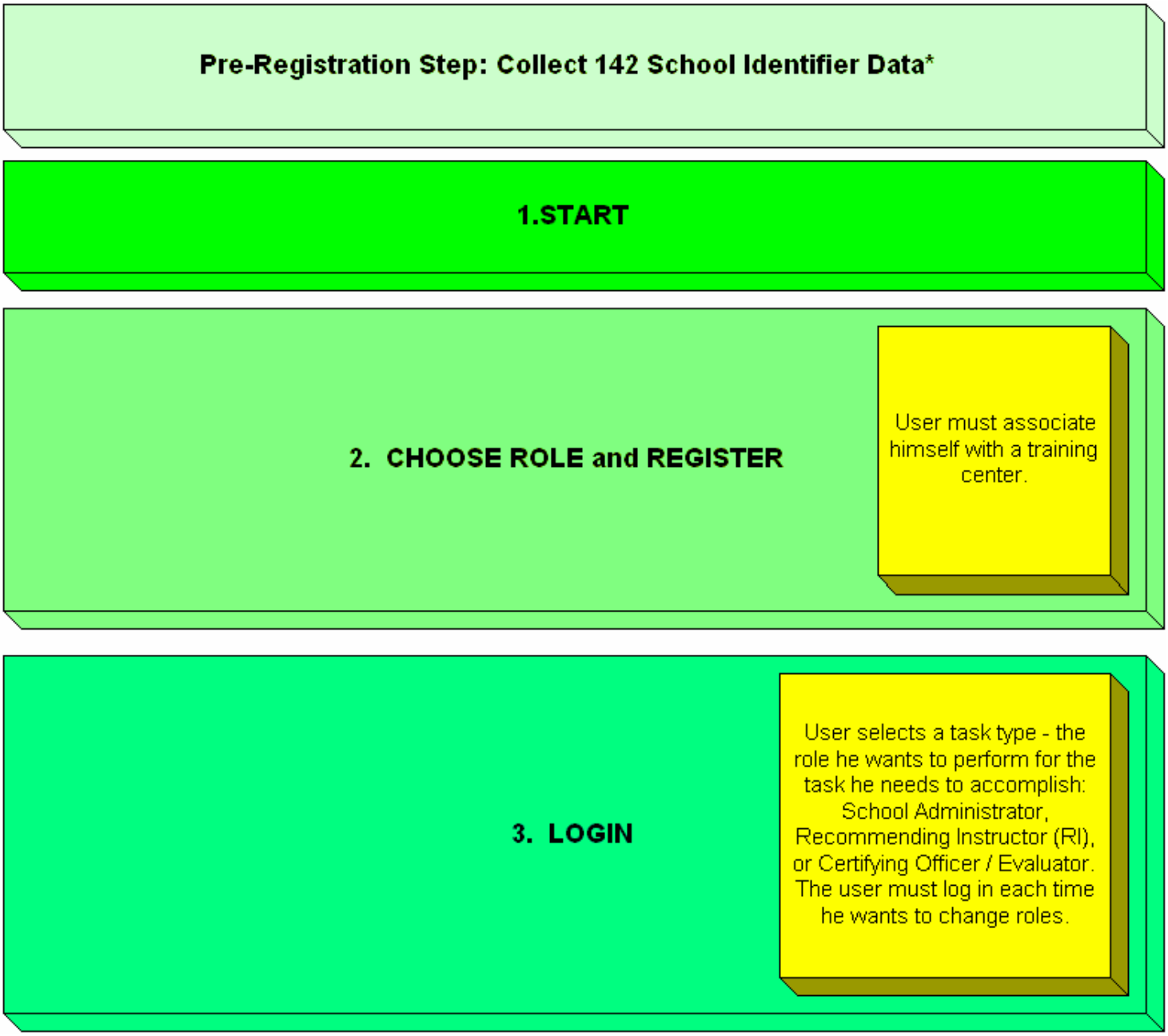

Figure 5: Initial Part 142 schools registration and login process.

The process continues in **Figure 6**.

***** See **Appendix A** for additional information on the school data required for registration and for logging into IACRA.

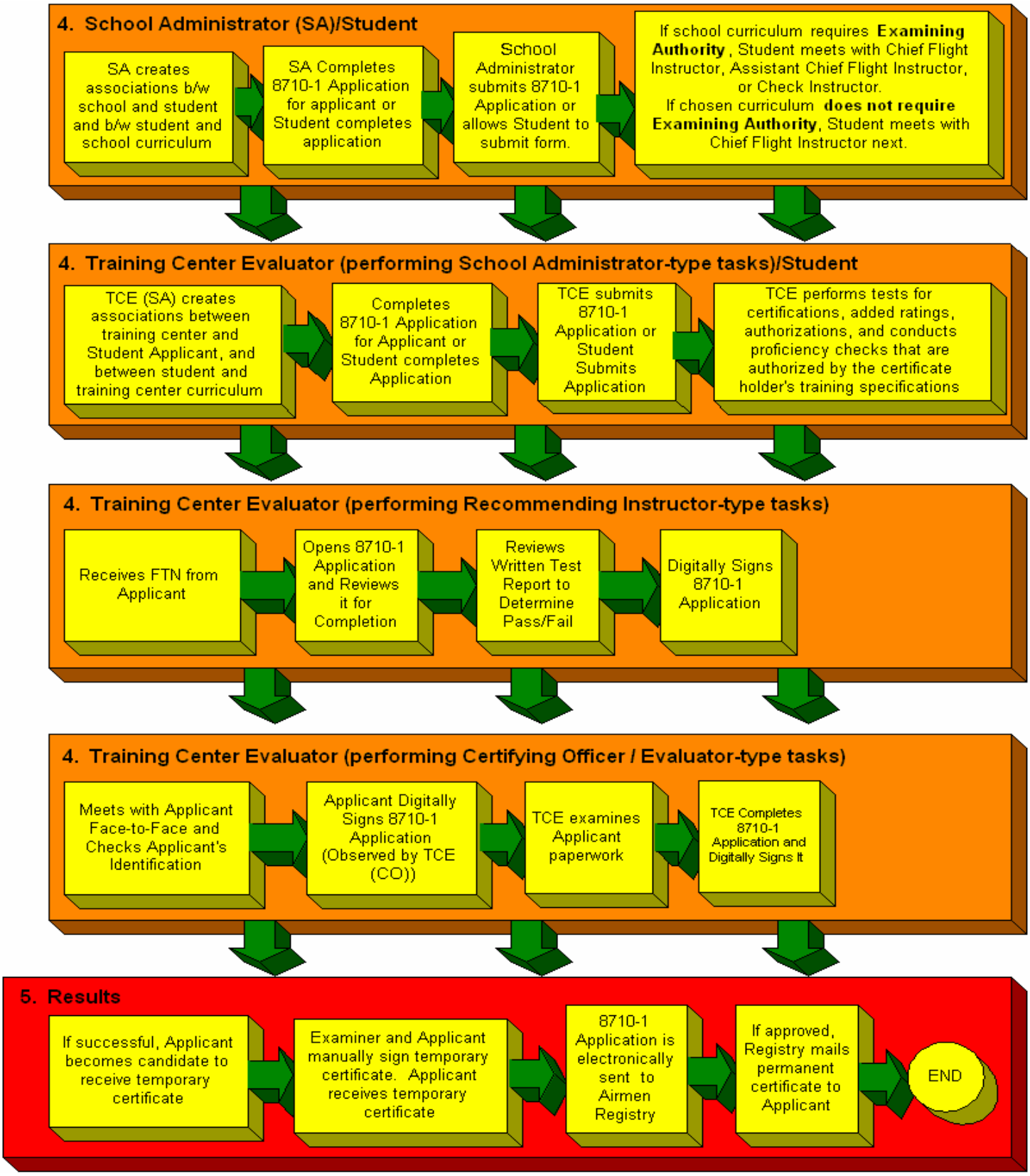

Figure 6: Process for each task orientation role for 142 schools.

6. Online Help

For additional help while using the IACRA certification module, contextual help is always available for the page on which you are currently working. Simply click the **Help** link in the upper right corner of the application in your web browser. **Note:** Make sure you have any pop-up blocking software disabled.

7. Contacting the AVR Support Central Help Desk

AVR Support Central aids users when they have support issues with IACRA. The following information outlines AVR Support Central daily operations:

- **Hours of operations are:** 6:00 am – 5:00 pm CST Monday through Friday.
- **Telephone number:** Toll-free at 866-285-4942 (Public Customers) or at 405-954-7272 (Government Employees).
- The **fax number** is 405-954-9339.
- **E-mail address:** 9-AMC-AVR-Support-Central@FAA.GOV
- The **Web address** for IACRA is http://acra.faa.gov/iacra

Appendix A: Frequently Asked Questions and Supplemental Information

The unique nature of the IACRA web application creates situations where extra information is helpful in order to complete a registration, affiliation, etc. Additional FAQs may be found on the IACRA Web site at http://acra.faa.gov/iacra/faq.aspx. The following topics are provided here for your information:

141/142 School Information

How do I add multiple student records for FAR 141 schools without exiting the Student Affiliation screen?

It is possible to add multiple students in a single session without having to exit the Student Affiliation for FAR 141 Training Schools (Search) screen by doing the following:

1. Enter the student's FAA Tracking Number (FTN) in the *Enter Student's FTN* field.
2. Enter the student's last name in the *Enter Student's Last Name* field.
3. Next, click the *Search* button on the upper right side of the screen.
4. The student's information is displayed. Click the *Affiliate Student* button to affiliate the student with the school and the respective curriculum. This creates the student record.
5. To create a new student record without logging out of IACRA, repeat the process from step 1 for the next student.

Can both Students and School Administrators Start an Application?

It is permissible for either students or school administrators to start an 8710-1 application. Students can fill out a new application after registering. School Administrators can initiate multiple student applications. They must make the affiliation between the student and school, and then affiliate the school's curriculum with the student's application.

What is a Designation Code and how do I locate it?

A designation code is a 4-digit alphanumeric code that flight schools use in several ways to make associations between the school, the school curriculums, and flight school representatives (School Administrators, Airman Certification Representatives, Training Center Evaluators, etc.)

The designation code with which an application is started must be the same one with which the application is finished. Therefore, a participant in the application process (school administrator, Chief Flight Instructor, Recommending Instructor, Airman Certification Representative, etc.) must be assigned to and use initial designation code.

IMPORTANT: If you do not know the school's designation code, you must contact your local Flight Standard District Office (FSDO) and ask for the designation code as it appears in the National Vitals Information System (NVIS).

How do I determine which curriculums have type ratings associated with them?

As a TCE or School Administrator you must select a curriculum/type rating and affiliate it with the student's application. The student cannot do this. The individual schools will know what their courses require as far as curriculum and type ratings that they use. Contact your school for more information.

General

Does the Close Browser Button Save My Information?

When you use the Close Browser link to exit IACRA, the information you have entered into the application is saved before the browser closes. The browser closes to ensure that your session to the IACRA web server is properly terminated. This occurs to ensure security for your application particularly if you are using a computer other than your own, such as in a public library or cyber café.

Does entering incorrect data cause that data to appear on the results document?

If you enter incorrect information into IACRA, that same incorrect data will appear on the results document, such as the temporary certificate. Although IACRA performs many checks against FAA databases, some fields are comprised of basic text and they will appear as entered on the temporary certificate. It is recommended that you completely review your application prior to submission.